

November 17, 2016

ADMINISTRATIVE BOARD SECRETARY
Zoning Board of Appeals & Conservation Commission

Seeking qualified applicant for 34 hrs/wk position Administrative Board Secretary to the Zoning Board of Appeals (ZBA) and Conservation Commission (ConCom); must be a high school graduate with two years of secretarial school training and three years of paid secretarial experience or high school graduate with five years of paid clerical and secretarial experience; or any equivalent combination of education and experience. Work under the general direction of the Community Development Director, ZBA Chair and ConCom Chair as needed. Must possess demonstrated competence and ability to take meeting notes, typing and computer usage i.e. database/spreadsheet/word processing. Required to attend and take minutes of the ZBA or ConCom meeting every Wednesday night. Job description via website www.walpole-ma.gov) \$22.77/hr. Apply to Town of Walpole, HR, 135 School Street, Walpole, MA 02081 by 12/9/16. AA/EOE